

April 13, 2005

## **PROPOSAL FOR HIRING AN INTERN**

### **Background**

The Development Services Department is responsible for the utilization of the Tree Mitigation Funds for tree planting, maintenance and environmental education programs for the general public. The funds for this account (the monies do not revert to the General Fund at the end of the fiscal year) are accumulated from mitigation fees for new projects that were unable to meet the minimum preservation percent required by ordinance and from penalties assessed for non-conforming tree removal. The budget for the activities is developed each year in cooperation with the Open Space Advisory Board and approved by City Council in the closing amendment for the fiscal year's budget. The annual budget allocation cannot exceed the current balance at the time of submittal for approval, although additional monies are collected throughout the fiscal year.

### **Goals**

This current fiscal year's budget amounted to \$162,000 and an additional \$79,000 has been collected. The major proposed projects for the upcoming two fiscal years are a downtown tree planting initiative and the development of treatment standards for drainage areas as mandated by the 2003 revised Tree Preservation ordinance. It is recommended that these projects be completed with the assistance of professional contractors. In addition, to these projects, another project that can be completed in-house is the development of the UDC plant list in Appendix E. The goal is to attach to each plant listing, attribute information that would include color pictures of the plant and basic characteristic and culture information. This information would be accessible via the department's website so that when the user clicked on the plant name within the appendix, this information would pop-up.

In order to accomplish these goals and maintain acceptable productivity levels for review and investigations, assistance is needed beyond the current budgeted positions. It is proposed that an intern from a two or four-year college within a relative curriculum program, be hired in a temporary position, utilizing monies from the Tree Mitigation Fund. The maximum length of time allowed by the city's Human Resource Department is 90 days.

### **Specifics on Projects/Programs**

Although it is recommended to contract much of the work required for the Downtown Tree Planting program and the Drainage Treatment Standards, there will be much organizational and communicational tasks to be completed by city staff including entering all tree planting on the city's GIS system for the respective departments to monitor care and maintenance.

### **Budget**

It is proposed that the salary for the intern be \$10 per hour gross. There would be approximately 8 pay periods during the 90 days.